

## FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Asset Management

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")

M = Modification Required

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	<b>Asset Management General Requirements</b>					
AM 1.00	System provides for online entry and maintenance of fixed asset records, and properly accounts for assets in accordance with State's chart of accounts (i.e., by fund, department, organization, program, etc.).					
AM 2.00	System maintains pertinent data on both capitalized and non-capitalized assets which can be either portable or non-portable as follows:					
AM 2.01	Capitalize assets based upon a user-specified amount threshold by asset type.					
AM 2.02	Track assets (non-capitalized equipment) that are not to be capitalized per State policy but have been deemed to be secured by State or department policy (e.g., mobile phones).					
AM 3.00	System technical design allows for modification of asset capitalization and control rules per State and agency policy as necessary, (i.e., no hard coding of rules).					
AM 4.00	At a minimum, System provides the following Asset Management functionality:					
AM 4.01	Additions					
AM 4.02	Changes					
AM 4.03	Deletions/Disposals/Theft					
AM 4.04	Reverse previous transactions, including depreciation					
AM 4.05	Transfers					
AM 4.06	Inquires					
AM 4.07	Betterments					
AM 4.08	Depreciation					
AM 4.09	Amortization (of leases)					
AM 5.00	System security is able to limit the Asset Management functions based on the access granted to users by each agency.					
AM 6.00	System provides the ability to generate "mass" asset transactions (such as mass additions, mass disposals, mass transfers, and mass changes) by user-defined criteria, with proper security/authority.					

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AM 7.00	System supports a physical location hierarchy (i.e., parent/child relationship) of at least four levels. For example, (1) a parcel of land can have multiple buildings on it, and each building can have multiple rooms, etc., and (2) a piece of equipment can be comprised of multiple component levels.					
AM 8.00	System provides the ability to link accounting activity (e.g., asset movement, depreciation, etc.) relating to a room(s) in a building and its contents to a cost center.					
AM 9.00	Physical layout of facilities can be graphically depicted along with the bar-code number of each physical area (e.g., office, storage room, etc.)					
AM 10.00	System supports Geographic Information Systems (GIS) technology for locating and tracking assets.					
AM 11.00	System supports Global Positioning System (GPS) technology for locating and tracking assets.					
AM 12.00	System provides the ability to attach electronic documents (including photos) to an asset record.					
AM 13.00	System provides integration between the Asset Management module and the Project Management module.					
AM 14.00	System provides for integration between the General Ledger module and Asset Management module to identify expenditure transactions as capitalized assets when items meet user-defined criteria. One example: capitalize if greater than \$5,000 and controlled by a specific GL account.					
AM 15.00	System provides the ability to specify an effective/posting date for all transactions as long as the associated accounting period is still open (transactions can only be applied to open fiscal periods).					
<b>ASSET ADDITIONS AND MAINTENANCE</b>						
AM 16.00	System is fully integrated with General Ledger, Purchasing, and Accounts Payable to carry forward relevant purchasing, descriptive, invoice and accounting information as a starting point for recording the asset.					
AM 17.00	System tracks the following categories of assets:					
AM 17.01	Land					
AM 17.02	Buildings					

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AM 17.03	Leasehold improvements					
AM 17.04	Equipment					
AM 17.05	Furniture and fixtures					
AM 17.06	Vehicles					
AM 17.07	Trailers					
AM 17.08	Capitalized leases					
AM 17.09	Construction in progress					
AM 17.10	Infrastructure					
AM 17.11	Other user-defined categories					
AM 18.00	Support multiple user defined asset types.					
AM 19.00	System provides a table to be used for establishing and associating standard asset descriptive data for all assets. The standard asset descriptive data from this table reduces and standardizes data entry and reporting.					
AM 20.00	System allows for a free-form narrative long description of each asset item.					
AM 21.00	System allows for identification of users of assets, in addition to recording property custodian.					
AM 22.00	System is able to automatically create and assign an asset number to a single item or multiple items purchased. An asset number is made up of two parts, the first part is a user-definable prefix and the second part is a system generated sequence number. System also provides the ability to assign an asset number manually.					
AM 23.00	System provides the ability to track the detailed cost for each item which makes up a whole asset.					
AM 24.00	System provides the ability to store up to 10 different asset numbers/references for assembled assets.					
AM 25.00	System allows the ability to change the asset number/reference and retain all associated information and history.					
AM 26.00	System maintains detailed property information required to identify, properly account for, and safeguard all assets, including (but not limited to) the following:					
AM 26.01	Asset Number					
AM 26.02	Property tag number (inventory control number)					
AM 26.03	User Defined Fields (at least 30)					

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AM 26.04	Property officer					
AM 26.05	Location Segments (up to ten)					
AM 26.06	Multiple Organizational Ownership Info. (including assets loaned to/from other entities)					
AM 26.07	Funding sources (multiple)					
AM 26.08	Chart of Account distribution					
AM 26.09	Budget Item					
AM 26.10	Encumbrance Number					
AM 26.11	Purchasing Document Number (multiple)					
AM 26.12	Asset acquisition date					
AM 26.13	Asset acquisition source code (user-defined)					
AM 26.14	In-service date					
AM 26.15	Asset condition					
AM 26.16	Asset Type					
AM 26.17	Delivery Date					
AM 26.18	Warrant Number					
AM 26.19	Asset status (e.g., inactive)					
AM 26.20	Unit Cost/Value					
AM 26.21	Value basis					
AM 26.22	Trade-in Credit					
AM 26.23	Item Classification Code (user-defined) with multiple sub-class codes.					
AM 26.24	Insured value/insurance information					
AM 26.25	Vendor Number, Name					
AM 26.26	Asset descriptive information					
AM 26.27	Manufacturer Number, Name					
AM 26.28	Model Year					
AM 26.29	Model number					
AM 26.30	Operator ID					
AM 26.31	Contact Information					
AM 26.32	Salvage Value					
AM 26.33	Serial number					
AM 26.34	License number (if applicable)					
AM 26.35	Employee name (as established in human resources module) for employee to which asset is assigned to (if applicable)					

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AM 26.36	Employee number (as established in human resources module) for employee to which asset is assigned to (if applicable)					
AM 26.37	Driver license number of the State employee asset is assigned to (if applicable)					
AM 26.38	Warranty/maintenance information					
AM 26.39	Maintenance Company					
AM 26.40	Betterments					
AM 26.41	Disposal information					
AM 26.42	Lease asset information (if applicable)					
AM 26.43	Estimated Useful Life					
AM 26.44	Estimated Residual Value (Trade-in Value)					
AM 26.45	Replacement Cost – This field can be updated as needed by users					
AM 26.46	Depreciation Schedule (Method and Life)					
AM 26.47	Depreciation Convention (Beginning of Month, Half-Year, Mid-Month, etc.)					
AM 26.48	Budget Year (from which asset was purchased)					
AM 27.00	System is able to link component units (parent/child relationship) whereby each component maintains a financial life of its own.					
AM 28.00	System provides an audit trail of all changes made to asset records.					
AM 29.00	System provides the ability to adjust original cost/value at any time, irrespective of fiscal year boundaries, with proper security authorization.					
AM 30.00	System provides for the addition and maintenance of assets obtained through non-expenditure transactions (e.g., gifts, donations, eminent domain).					
AM 31.00	System is able to copy an asset record to create a similar asset record.					
AM 32.00	System is able to link component units in a parent/child relationship whereby each component (i.e., land, betterments, etc.) maintains a financial life of its own.					
AM 33.00	Authorized users are able to correct discrepancies in asset records by overriding initially loaded information (received from General Ledger, Accounts Payable, and Purchasing modules) with proper authorization.					

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AM 34.00	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard State lands, including (but not limited to) the following:					
AM 34.01	Legal description per survey					
AM 34.02	Property's full address					
AM 34.03	Acquisition information					
AM 34.04	Number of acres					
AM 34.05	Value per acre					
AM 34.06	Fair market value					
AM 34.07	Cost per acre (multiple)					
AM 34.08	Deed information					
AM 34.09	Options to purchase property					
AM 34.10	Geographic Information System technology location (latitude and longitude)					
AM 34.11	Other user-defined fields					
AM 34.12	Mapping					
AM 35.00	System provides the ability to record insurance information including:					
AM 35.01	Insurance company name					
AM 35.02	Insurance company address					
AM 35.03	Insurable value					
AM 35.04	Policy number					
AM 35.05	Policy period (term)					
AM 35.06	Type of coverage					
AM 35.07	Liability limits					
AM 35.08	Premium					
AM 35.09	Other User-defined fields					

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AM 36.00	During mass additions process, user can split asset record entries for identical items and then assign separate property tag / inventory control numbers (e.g., purchase of 20 identical personal computers).					
AM 37.00	System provides the ability to transfer fixed assets within or between organizations at the individual asset level and to generate the appropriate accounting entries.					
AM 38.00	System provides the ability to maintain information about the condition of the asset (e.g., good, idle, obsolete, broken, etc.)					
AM 39.00	System supports multiple organization asset ownership for each property item. (Many organization units or funds may finance an asset)					
AM 40.00	System tracks assets purchased with various funding sources (i.e., grants).					
<b>ASSET DISPOSITION, RETIREMENT, AND THEFT</b>						
AM 41.00	System can generate either financial or memo transactions to the General Ledger to reflect the financial impact of asset dispositions, and should automatically compute the gain/loss associated with a disposal.					
AM 42.00	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets:					
AM 42.01	Property tag / inventory control number					
AM 42.02	Reporting individual					
AM 42.03	Date of occurrence or date first noticed missing					
AM 42.04	Description of circumstances surrounding the disappearance/disposition					
AM 42.05	Steps taken to locate item					
AM 42.06	Disposal date					
AM 42.07	Disposal amount					
AM 42.08	Disposal method					
AM 42.09	Disposal type					
AM 42.10	Police report information (multiple jurisdictions)					
AM 42.11	Comptroller report information					
AM 43.00	System provides the ability to track replacement needs for assets. Tracks estimated useful life and provides electronic notification to users when useful life threshold is nearing.					

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AM 44.00	Ability to allow the application of indices and/or factors to historical costs to asset(s) to update the replacement cost data.					
AM 45.00	System records grant asset dispositions and proceeds of sales which integrate with the Grants Management module.					
AM 46.00	System has the ability (optional) to attach grant expiration date to asset and notify users when expiration date is imminent.					
AM 47.00	System provides the ability to flag assets with disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government)					
	<b>SURPLUS PROPERTY</b>					
AM 48.00	System provides the ability to split and distribute the proceeds of an asset disposition.					
AM 49.00	System provides the option to establish an electronic approval path for dispositions.					
AM 50.00	System provides the ability of owning agency to change the asset status to "surplus".					
AM 51.00	System provides the ability to transfer ownership to retired status.					
AM 52.00	System should provide ability to support electronic advertisement of items for sale (e.g., on the web) to designated customers.					
AM 53.00	System supports receipt of bid responses through electronic means.					
AM 54.00	If bid opening date and time has expired, the System must prohibit the acceptance of a bid through electronic means.					
AM 55.00	System should support the publishing of surplus properties to be sold to a common State web site.					
AM 56.00	System maintains a file of customers that commonly bid on surplus properties.					
AM 57.00	System should provide a field that indicates the condition of the item.					
AM 58.00	System should provide the ability to maintain multiple individual bin locations for any item within any storeroom while retaining ownership information for each individual item.					
AM 59.00	System should allow for sale of items via sealed bid and perform bid tabulations to show highest bidder.					
AM 60.00	System should allow for grouping of items into lots for sale while retaining specific item owner information.					



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AM 61.00	System should allow for recording of sale price received when item is sold.					
AM 62.00	System produces a bill of sale that includes dollar amount cost, and item number.					
AM 63.00	System provides a report of items sold that are greater than a user specified dollar amount.					
AM 64.00	System should provide for interfacing to/from-banking systems for credit card authorizations and check verifications.					
AM 65.00	System provides the ability to process the disposition of donated federal property, including:					
AM 66.00	Ability to treat proceeds as revenue					
AM 67.00	Ability to generate federal reporting: GSA 3040					
	<b>DEPRECIATION</b>					
AM 68.00	System can generate either financial or memo transactions to the General Ledger for capital asset depreciation expense in specified funds.					
AM 69.00	System provides the option to process depreciation on-line or in a batch process.					
AM 70.00	System provides the following depreciation functionality:					
AM 70.01	Provide depreciation schedules on fixed assets					
AM 70.02	Generate monthly depreciation by asset for any element in the classification structure.					
AM 70.03	Automatically calculate depreciation in accordance with the depreciation method and convention where designated for an asset					
AM 70.04	Maintain multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods					
AM 70.05	Automatically charge depreciation to multiple chart of accounts for split-ownership assets					
AM 71.00	System supports user-defined time periods for recording depreciation.					
AM 72.00	System allows for multiple depreciation schedules to be applied to an asset to support separate depreciation reporting requirements.					

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AM 73.00	System allows for changing asset useful life, value basis, salvage value, and depreciation method when necessary, and automatically recalculating depreciation expense in accordance with such changes (with proper authorization).					
AM 74.00	System provides the ability to simulate depreciation calculations for individual assets or group of assets without being required to post the results.					
AM 75.00	System provides allocation tables which can be user-defined to allocate asset cost and depreciation expense.					
AM 76.00	System provides the ability to store an acquisition date and a depreciation-start date, and the dates do not have to be the same date.					
AM 77.00	System provides multiple depreciation methods including, but not limited to:					
AM 77.01	Straight Line					
AM 77.02	Declining Balance					
AM 77.03	Sum of the Years Digits					
AM 77.04	User Defined					
AM 78.00	System prevents the depreciating of an asset's value below zero.					
AM 79.00	Ability to record different conventions for depreciable assets such as beginning of month, half year, mid-month, etc.					
AM 80.00	Ability to allow depreciation methods to be changed for an asset or group of assets, to depreciate the assets for the balance of the asset's useful life.					
AM 81.00	Ability to allow some assets to be designated as non-depreciable (i.e., land).					
	<b>PHYSICAL INVENTORY</b>					
AM 82.00	System provides a fully integrated bar-code technology for physical inventory tagging upon acquisition/purchase and annual inventory certification(s).					
AM 83.00	System provides ability to create a scanned record file from bar-coding for comparison to fixed asset and portable equipment records.					
AM 84.00	System is able to update asset location information and "last inventoried date" for each scanned asset based on scanned data.					

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AM 85.00	System provides the ability to report and adjust variances between system amounts and physical counts.					
AM 86.00	System is able to generate customized bar-coded labels for asset identification (inventory control and property number tags), including building floor and room information.					
AM 87.00	System provides the ability to enter data manually, in addition to using bar coding technology.					
<b>CAPITAL PROJECTS</b>						
AM 88.00	System is able to identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset.					
AM 89.00	System identifies, records, and depreciates betterments associated with an asset, including optional unique identification of betterments associated with component units.					
AM 90.00	System provides complete integration with Project Accounting module.					
AM 91.00	System provides the ability to capture activity/costs resulting from several State agencies working on concurrently on a project.					
AM 92.00	System provides the ability to produce notification of project status (e.g., completed) based upon user-defined criteria.					
AM 93.00	System captures and maintains construction work in progress information and provides the ability to recognize fixed/capital assets when they are completed, regardless of whether the project has been completed.					
<b>LEASES</b>						
AM 94.00	System tracks assets in accordance with the requirements of FASB Statement No. 13: <i>Accounting for Leases</i> , as amended, including (but not limited to):					
AM 94.01	Recording of the capital lease or operating lease and the corresponding leasehold improvements					
AM 94.02	Tracking lease payments					
AM 94.03	Periodic cost recognition					
AM 94.04	Tracking lessee and lessor					
AM 94.05	Tracking facility accessibility and responsible party for making accessibility modifications (lessee or lessor)					
AM 94.06	Tracking rental income					
94.07	Tracking purchase options					

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AM 94.08	Tracking lease terms					
AM 94.09	Tracking lease type (e.g., capital, operating, etc.)					
AM 94.10	Tracking schedule of lease payments					
AM 95.00	System is able to differentiate between leased assets and purchased assets.					
AM 96.00	System facilitates determination of FASB 13 lease type (i.e., capital, operating, etc.) based on terms and conditions of lease agreement.					
AM 97.00	System provides the ability to perform lease/purchase comparative analyses.					
AM 98.00	System provides the ability to record the transfer of leases to the State.					
AM 99.00	System functionality includes processing leases from a lessee's and a lessor's perspective.					
AM 100.00	System provides the ability to amortize leases in compliance with FASB 13 and GASB 13.					
AM 101.00	System supports changes required due to lease amendments.					
AM 102.00	System provides complete integration of lease functionality with Project Management module.					
AM 103.00	System provides the ability to automatically generate a notification that a lease is going to expire within a certain number of days as specified by the user.					
AM 104.00	System should provide the ability to send an electronic notification if lease is terminated.					
AM 105.00	System is able to maintain lease payment schedules.					
	<b>ASSET WARRANTIES AND SERVICE</b>					
AM 106.00	System should provide the ability to maintain online maintenance history information for assets, by type of asset.					
AM 107.00	System is able to maintain warranty/service agreement information for assets, by type of asset.					
AM 108.00	System should support hyperlinks to the vendor's web site to reference asset maintenance and warranty information.					
AM 109.00	Authorized staff should be able to inquire on maintenance and service information through the entry of a serial number and property tag / inventory control number.					

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AM 110.00	System is able to record and track regular/preventive maintenance performed on selected assets.					
	<b>BUILDINGS</b>					
AM 111.00	System maintains user-defined information on buildings pertinent to insurance underwriting including the following:					
AM 111.01	Construction Type					
AM 111.02	Fire Protection Class					
AM 111.03	Sprinkler					
AM 111.04	Housekeeping					
AM 111.05	Square Footage					
AM 111.06	Exposure					
AM 111.07	Exposure Hazard					
AM 111.08	Heating Type					
AM 111.09	Building Value					
AM 111.10	Building Rate					
AM 111.11	Content Value					
AM 111.12	Content Rate					
AM 111.13	Comments					
AM 112.00	System captures and maintains information associated with fire/safety inspections conducted on/for a building.					
AM 113.00	System tracks certificates of insurance associated with the State's insured properties.					
AM 114.00	System provides the ability to input an inflationary factor and increase the value of buildings.					
	<b>INFRASTRUCTURE</b>					

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AM 115.00	System provides the ability to capture and maintain information on infrastructure assets.					
AM 116.00	System supports the Modified Approach to valuing assets in accordance with GASB 34.					
	<b>QUERYING AND REPORTING</b>					
AM 117.00	System is able to report on assets at a user-defined fields required for financial reporting purposes.					
AM 118.00	System is able to generate standard governmental fixed asset reports and user-defined fixed asset reports in compliance with GASB 34.					
AM 119.00	System generates a fixed assets report sorted and filtered by one or more user defined criteria.					
AM 120.00	System allows online inquiry for each asset of a group of assets.					
AM 121.00	System allows user to print a listing of all table structures that are established for asset management (e.g., location table, asset categories, etc.).					
AM 122.00	System can display or print subsidiary ledgers of fixed asset balances.					
AM 123.00	System can display or print a report of surplus property, include each item's history.					
AM 124.00	System produces a transaction register audit trail of all acquisitions, transfers, changes and retirements during a user-defined time period by asset type, department, or transaction date or purchase amount.					
AM 125.00	System can report asset transfers from perspective of lessor to lessee.					
AM 126.00	System functionality includes processing leases from a lessee's and a lessor's perspective.					
AM 127.00	System can provide a dollar total of fixed asset purchases by their funding source and department/organization.					
AM 128.00	System reports assets due for disposition, based on the scheduled disposal date and type.					
AM 129.00	System can provide a vendor/PO listing of assets by vendor or in purchase order number sequence.					
AM 130.00	System can produce a disposition report showing items by asset type which have physically been disposed of but still remain on file for information purposes.					

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AM 131.00	System can produce a listing of all inactive/idle or retired assets by location and asset category.					
AM 132.00	System can produce a listing of all disposed assets showing any gains or losses and the associated account coding, by type.					
AM 133.00	System allows the reporting and inquiry of replacement cost by department or organization unit and by asset type.					
AM 134.00	System can produce a forecast of assets scheduled for replacement, based on user-specified criteria, such as useful life, scheduled disposition date, or odometer readings.					
AM 135.00	System has the ability to produce depreciation reports by division.					
AM 136.00	System can produce a depreciation report by balance sheet category, such as buildings and equipment.					
AM 137.00	System can produce a report of assets by:					
AM 137.01	Financial statement category (major asset type code)					
AM 137.02	Minor asset type code					
AM 137.03	Fund					
AM 137.04	Agency/Department					
AM 137.05	Organization (Allotment, Division, Cost Center)					
AM 137.06	Program					
AM 137.07	Appropriation					
AM 137.08	Location					
AM 137.09	Project					
AM 137.10	Expenditure object					
AM 137.11	Source of Revenue					
AM 137.12	General Ledger Account					
AM 137.13	Grant					
AM 137.14	Manufacturer					
AM 138.00	System provides the ability to produce a physical inventory worksheet to be sorted by department, location, type, and/or person responsible to assist in conducting physical inventory.					
AM 139.00	System can produce a report that facilitates reconciliation to physical inventory counts.					
AM 140.00	System provides a report of all property changes as of a user specified date					

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AM 141.00	System provides a property insurance schedule that displays the property value and associated insurance amount.					
AM 142.00	System provides a square footage by occupancy report					
AM 143.00	System provides the ability to print reports at various remote locations.					
AM 144.00	System provides the ability to report all fixed asset balances in the standard CAFR format.					
AM 145.00	System provides the ability to report Statement of Fixed Assets in standard CAFR format.					
AM 146.00	System can generate a report for assets purchased with grant funding for each year over a five year time period.					
AM 147.00	System provides a report that forecasts depreciation by individual asset, groups of assets, or total assets for a user-specified period of time.					
AM 148.00	System can identify and sort items ordered and received by organizational unit					
AM 149.00	System provides the ability to generate report for all items assigned to a specific location by asset classification (e.g., portable equipment and fixed assets).					